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JOB DESCRIPTION & PERSON SPECIFICATION

Job title	HR Officer
Grade	Hay 7
Location	Central Trust HR Team
Reporting to	Trust Director of People

Job purpose (give a short explanation of the role)

Deliver recruitment services to identified client groups as directed. Support routine HR casework as required in conjunction with HRBP and functional director.

Main responsibilities (list the key areas of responsibility, be concise and avoid lengthy explanations)

Recruitment

- Ensure all request for recruitment services are appropriately authorised and in line with internal requirements.
- Undertake the preparation and placing of job advertising, job descriptions and person specifications.
- Co-ordinate the selection process including generating of question packs for panels, Support the shortlisting / scoring process, invitations to interview, scheduling, co-ordinating selection activities, Right to Work and identity checks are undertaken, decision-making, manage communications and feedback to unsuccessful applicants.
- Generate all offer documentation and ensure that it complies with Trust standards and is produced to a high quality.
- Ensure that vetting/safeguarding checks are completed and issues escalated.
- Ensure that new starters are input to payroll.
- Provide recommendations for improvement to processes and documentation.

Employee Relations

- Provide advice to line managers relating to various casework issues, including disciplinary and grievance, absence management and appeal processes, seeking support from senior colleagues as necessary.
- Provide support to line management at investigations and case hearings as necessary and/or provide notetaking.
- Support with the production of casework related letters and packs.
- Support HRBP with restructuring programmes as requested.
- Ensure that probationary review and exit interviews/questionnaires are completed in a timely manner, alerting client groups/HRBP of issues where appropriate. Produce quarterly statistical and trend data for HRBP to review with client group.

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Other

- Contribute to the development of HR policies and terms and conditions in conjunction with HRBPs and functional director.
- Provide cover support to other HR roles as necessary during periods of absence.
- Provide onsite support to schools as directed.

Specialist responsibilities (things that are specific to this role, rather than general responsibilities)

Compliance with GDPR, specifically but not limited to retention of recruitment records in line with Trust guidance.

Accountability (list the key areas the job holder will be measured against, for example student success)

Leadership (include any line management responsibilities)

Financial responsibility (include any budget management or payroll responsibility)

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Professional/statutory responsibilities (this may include curriculum responsibilities, completion of statutory records etc)

Strategic responsibilities (include broad timescales)

Safeguarding:

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age and all other aspects of diversity.

Health & Safety

The Charter Schools Educational Trust is committed to promoting the health and wellbeing of our staff and pupils by managing conduct and behaviour effectively to ensure a good and safe working and learning environment.

Working within the community

The Charter Schools Educational Trust is committed to working closely with our communities to ensure a collaborative and harmonious relationship that is supportive of those around us.

The details contained within this job description are intended to give an overview of the requirements of the role. All employees of The Charter Schools Educational Trust are expected to work in a positive and collaborative way that supports the overall Mission, Vision and Values of the Trust. This includes showing flexibility in the tasks undertaken in order to deliver this aim.

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The table below provides a list of the essential and desirable skills and qualities required for someone undertaking this role:

Skill / Attribute	Essential	Desirable
Qualification <ul style="list-style-type: none"> Minimum GCSE in English and Math (level 5) Part qualified in recognised qualification in HR field (CPP/CIPD) 	E E	
Experience <ul style="list-style-type: none"> Experience of working in an HR advisory capacity Experience of working in a school setting Understanding of employment law 	E E	D
Knowledge <ul style="list-style-type: none"> Experience of working with HRIS/payroll systems Working knowledge of HR policies and practice 	E	D
Skills/Abilities <ul style="list-style-type: none"> Good standard of Microsoft Office skills Calm and efficient even under pressure Able to organise own time and workload Good planning and organisational skills Customer service mentality Good level of attention to detail Good communication skills, both written and oral Accustomed to working as a team player 	E E E E E E E E	

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<div>Personal qualities</div> <div><ul style="list-style-type: none">• Tactful and diplomatic• Able to work with discretion and confidentiality.• A flexible approach to support team colleagues as necessary• Willingness to work on client site as required.• Willingness to develop professional knowledge and improve practice.</div>	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div>	
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